

Assistant to the City Manager

Last Updated Friday, 25 August 2006

OVERALL JOB OBJECTIVE:

Unique to the City Manager's Office and under direction of the City Manager and Deputy City Managers, this position performs a variety of highly responsible, confidential and complex assignments within the City Manager's Office, including certain ongoing tasks as well as overall responsibility for specifically assigned projects that require experience in administration, project management, and public involvement/processes as well as the ability to interact with a variety of personnel and the public. It is distinguished by assignments of a citywide nature often involving representation of the City Manager's Office and acting as a liaison for the City Manager and City Council with the Boulder community through correspondence and public relations. Position includes policy analysis and recommendations, report preparation, project coordination and other related duties as required.

Requisition ID

00001948

Position Code

00007745

Job Title

Assistant to the City Manager

Department

City Manager's Office

Grade

MGMT-F

Hiring Range

\$55,900 - \$67,080 per year (DOQ)

Full Salary Range

\$55,900 - \$89,450 per year

Schedule/Hours

Full time, generally Monday - Friday,

8:00 a.m. - 5:00 p.m., plus evenings and

weekends as necessary, including Council meetings

Application Deadline

Friday, September 22, 2006 (by 5:00 p.m.)

DUTIES AND RESPONSIBILITIES:

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Provides assistance to the City Manager and Deputy City Managers, including performing research and analysis projects, undertaking special assignments including managing inter-departmental projects, and drafting memos and correspondence on his/her behalf. Also assists the City Manager and Deputy City Managers in maintaining relationships with other departments, appointed and elected officials and the public, including research for public presentations and communications with affected parties on behalf of the City Manager.

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Performs highly responsible, confidential and complex project management including planning and organizing administrative or management studies, conducting financial, productivity, policy or procedure analysis, evaluating alternative courses of action, and making recommendations.

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Represents the City Manager and maintains relations with community organizations and other governmental agencies on his/her behalf.

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Provides staff support to council members as appropriate and as directed by the City Manager and Deputy City

Managers.

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Responsible for monitoring correspondence from the public to the City Manager and City Council to ensure appropriate responses. Includes coordinating responses to issues obtained by representatives to the neighborhood associations.

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Participates in the City Manager's Office team (including working with the Communications staff) regarding various organizational development and public outreach initiatives.

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Attends City Council meetings and helps coordinate follow up on issues raised.

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May be assigned to specific internal and external work groups and committees as a representative of the city manager's office and/or the city.

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Edits staff reports to Council in the form of Weekly Information Packets, Head's Up or Agenda Items.

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May oversee or supervise the work of administrative staff and interns.

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Other: Performs related duties as required to meet the needs of the City. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property. Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming. The city of Boulder is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public, volunteers, and co-workers, are sensitive to diversity issues, provide effective and efficient service to the public and co-workers and act with a high level of integrity, and take responsibility for their words and actions.

REQUIREMENTS:

Bachelor's degree from an accredited college or university with major emphasis in Public Administration, Communication, Political Science or related field required. A minimum of three years of significant experience in municipal government administration involving public contact assignments required. Master's degree in Public Administration or related field may be substituted for one year of required experience. Excellent written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the City and the general public in a positive and cooperative manner. Demonstrated experience in project management and public process. Solid knowledge of computers and software applications including word processing, spreadsheets (Excel), email and Internet. Requires ability and willingness to work hours outside of Monday through Friday from 8 a.m.- 5 p.m.

DESIRED QUALIFICATIONS:

Master's degree in Public Administration or related field. Five or more years experience in municipal government at Assistant to City Manager or higher level.

WORKING CONDITIONS:

Physical Demands: Primarily sedentary physical work requiring the ability to lift a maximum of 10 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and the public. Work Environment: Works primarily in clean, comfortable environment. Machines and equipment used include, but are not limited to the following: Uses City vehicle, frequently uses standard office equipment including personal computers, telephones, calculators and copy/fax machines.